

## **PROTECTION AND SAFETY**

### **ADMINISTRATIVE MEMO #7: 6-24-2005**

Date: June 27, 2005

To: Service Area Administrators  
Protection and Safety Administrators  
Resource Development Administrators  
Protection and Safety Supervisors  
Protection and Safety Workers

From: Nancy Montanez, Director, Health and Human Services

Signed by: \_\_\_\_\_, Director  
Health and Human Services

Re: Changes to Protection and Safety Performance Expectations

Effective Date: July 1, 2005

Duration: Until Revised

We have reached the end of our first year of implementing performance accountability standards for Protection and Safety. I want to first thank each of you for your commitment to continuous improvement focused on improving the lives of children and their families.

Based on our experiences during this first year, I am making several adjustments to the Performance Accountability process and standards.

#### Changes in Protection and Safety Performance Accountability

The following changes are effective July 1, 2005 in all Service Areas:

1. The process in the first year of implementation included quarterly performance assessments in addition to the annual evaluation. Effective July 1 evaluations will be done at the six month point within the twelve month review period. At the end of the twelve month review period an evaluation will be done of the second six months' performance and an annual evaluation will be completed averaging the performance ratings for the first six months and second six months. For Protection and Safety Supervisors, this change results in a change to performance expectation #18 and performance expectation #23. For Protection and Safety administrators (defined as "any management level staff who supervises staff with the title of Protection and Safety Worker or higher"), this change results in a changes to performance expectations #18, 23, 24, and 28.

2. Two changes have been made in performance expectations related to entry of information on N-FOCUS. Performance expectation #5 is changed to increase the amount of time required to document the Initial Assessment in Priority 2 cases to 20 work days rather than the current 15 work day requirement. Performance expectation #7 is changed for Priority 3 cases to increase the amount of time required for documentation of the Initial Assessment to 30 workdays rather than the current 20 workday standard.
3. Clarification has been provided that the evaluation for Protection and Safety Supervisors and administrators in probationary status must be completed before the end of the six month probationary status. Because of this change and the relationship to data, the expectations assessed are limited to Behavioral Expectations and management expectations (e.g. meeting with staff monthly) rather than those expectations related to casework. For Supervisors in probationary status, these expectations are # 17 through #23. For administrators in probationary status, these expectations are #17 through #28.
4. Clarification has been provided that the evaluation for Protection and Safety Supervisors and administrators in probationary status must be completed before the end of the six month probationary status. Because of this requirement and the relationship to data for a number of the expectations, the evaluation completed prior to the end of the six month probationary status for Protection and Safety Supervisors and administrators is limited to management expectations (e.g. meeting with staff monthly) and Behavioral Expectations) rather than to those related to casework. For Supervisors in probationary status, these expectations are #17 through #23. For administrators, these expectations are #17 through #28.

### Implementation

1. Supervisors of Protection and Safety staff with responsibilities for Initial Assessment (IA) are required to review and explain the changes in Performance Standards #5 and #7 for those staff affected by those changes and to obtain a new Performance Evaluation Cover Sheet signed by the PSW with IA responsibilities. A newly signed Performance Expectation Cover Sheet should be obtained by July 15. The signed form should be filed in the Supervisor's file for that employee. Only PSW's with IA responsibilities are required to sign a new Cover Sheet since the changes in expectations only affect PSW's with those functions.
2. Administrators who supervise Protection and Safety Supervisors are required to assure that those Supervisors understand the changes reflected in the Guidebook including the changes in performance expectations #18 and #23 and to obtain a new Performance Expectation Cover Sheet signed by the Supervisor. A newly signed Performance Cover Sheet for all Protection and Safety Supervisors should be obtained by July 15. The signed form should be filed in the administrator's file for that employee.
3. Supervisors of Protection and Safety administrators (defined within the Guidebook as "any management level staff who supervises staff with the title of Protection and

Safety Worker or higher”) are required to assure that those administrators understand the changes reflected in the Guidebook including the changes in performance expectations #18, 23, 25, and 29 and to obtain a new Performance Expectation Cover Sheet signed by the administrator. A newly signed Performance Expectation Cover Sheet for all Protection and Safety administrators should be obtained by July 15. The signed form should be filed in the supervisor’s file for that employee.

You can view the new Performance Accountability Guidebook and evaluation tools on the HHSS website under “Finance and Support-Human Resources”. I also encourage you to continue to submit any questions you have about the process or standards to the attention of Patti Reddick, Office of Protection and Safety. The questions and Department responses can also be found on the website.

Again, my thanks for your continued hard work. Our continued efforts for performance accountability within Protection and Safety is what we owe to the children and families we serve and will assist us in meeting our federal funding requirements as well as assisting us in communicating our work to the Legislature and to the citizens of Nebraska.